



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: HR Policy Adviser (Fixed-term)

Ref no:

Department/Division: Human Resources

Accountable to: Head of HR Policy and
Employee Relations

Job Summary

The Human Resources Division supports all people management activity across the School and is committed to delivering high quality and customer-focused services.

Reporting to the Head of HR Policy and Employee Relations, this post is responsible for maintaining existing policies and contributing to the development of new policy, primarily related to operational areas of work, in consultation with a wide range of HR colleagues and stakeholders across the School. This includes the development and completion of Equality Impact Assessments.

The role also provides support in managing pay related matters that affect the School as a whole including national pay awards, LSE pay scales and statutory pay reporting requirements.

In addition, the role holder will support the School's staff wellbeing programme, assisting with the delivery of an annual programme of wellbeing events and managing the day-to-day operations of digital wellbeing and benefits platforms.

The post-holder will present a positive and efficient image of the Human Resources Division, working collaboratively with colleagues inside and outside the Division in order to deliver high quality solutions that contribute towards the School's strategic agenda.

Duties and Responsibilities

Policy Development

- To stay informed of new legislative developments and ensure that appropriate revisions to HR policy are made accordingly, communicating changes effectively across the wider HR Division.
- To undertake appropriate policy benchmarking across the sector and with other leading organisations (both public and private).
- To ensure that LSE has a set of up-to-date and appropriate HR/employment policies – with a particular focus upon recruitment, pay and allowances - and that these are accessible to staff and



line managers, operating within a regular programme of monitoring, review and improvement.

- To contribute to the development of discussion papers, with appropriate recommendations, for consideration by the HR Management Board, School Management Committee (SMC) and trade unions.
- To effectively engage and consult with appropriate representatives of the staff community in the development of HR/employment policies.
- To work collaboratively with other HR colleagues (e.g. Reward, Review and Promotions, HR Partners) to develop effective communication strategies to ensure that LSE policies are well communicated and widely understood.
- To work collaboratively with other HR colleagues (e.g. Reward, Review and Promotions, HR Partners, HR Operations) to ensure that HR policies are effectively translated into easy to use operational guidelines and procedures.
- To assist in the development of communications plans and promotional material to launch new initiatives, events and policies.
- To support the maintenance of Terms and Conditions documentation, ensuring that these remain both legislatively compliant and up to date with School policy developments.

Analysis, Research, Benchmarking and Review

- To conduct annual monitoring reports on key remuneration issues, e.g. additional payments, to inform policy development and improvements related to these areas.
- To liaise with the Information and Systems team, and other relevant colleagues as required, to produce timely and accurate management information to support project and development work within the team.

Staff Wellbeing and Staff Benefits

- To manage the day-to-day operations of the staff benefits platform and support in responding to general staff wellbeing enquiries.
- To manage the School's annual influenza vaccination programme, including the organisation, implementation and communication.
- To support the implementation of an annual programme of wellbeing events in line with the School's Staff Wellbeing Policy. This will include scheduling events, sourcing trainers, and setting up booking processes. To also review and monitor the effectiveness of such programmes, providing wellbeing programme reports and papers for appropriate School boards and groups.

General Responsibilities

- To continually develop the LSE jobsite alongside web-trained colleagues within the HR Division to keep it up-to-date and in line with appropriate School policies.
- To be a first point of contact for staff, managers, Heads of Departments and senior members of staff across the School on relevant projects, providing professional and courteous information, advice and guidance.



To undertake other duties commensurate with the grade that support the ongoing objectives of the School and the HR Division.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.